



FINAL MINOR SUBDIVISION PLAT REVIEW PROCESS Checklist

Purpose:

The Final Minor Subdivision Plat Review Process is designed to minimize processing time for final plats with limited issues.

Definition And Filing Procedure:

During the Pre-Application Meeting or Over-the-Counter discussion with the applicant, the Development Services Department (DSD) may approve the filing of a Final Minor Subdivision if ALL of the following criteria are met:

- (i) Minor subdivision has no more than 20 lots
- (ii) Parcel being sub-divided is less than 5 acres in size
- (iii) Zoning has been approved on site without stipulations, or the stipulations have been satisfied and there is no opposition to the zoning case
- (iv) The site is adjacent to an existing right of way or creates no more than one new street or cul-de-sac
- (v) The site is accessible to a paved major street by a minimum of 24' interim paving
- (vi) There is adequate water and sewer service to the site
- (vii) The stite is not located on a drainageway
- (viii) The site is not in a mountain preserve, hillside, floodplain, and/or transportation corridor
- (ix) The final plat is sealed by an Arizona Registered Land Surveyor
- (x) All the items of the citywide development review guidelines have been addressed
- (xi) The lot width is not less than 60 feet
- (xii) Lots are not used for residential purposes

A site plan is normally required to be submitted along with the Plat submittal.

Final Minor Subdivision Plat Submittal Requirements

8 copies of the Final Minor Subdivision Plats should be submitted to the DSD Development Center, Site Planning Services, 200 West Washington, 2nd Floor, Phoenix, AZ 85003. For additional information, call (602) 495-0302. A copy of DSD staff notes must accompany all Final Minor Subdivision Plat submittals.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).